Article 8: How does an Admin Review Individual Credential Submissions How does an Admin Review Individual Credential Submissions

There are two ways to review individual credential submissions; you can review submissions within an individual's profile, or you can navigate to the Individual Credential Submissions dashboard.



- To review a credential submission within an employee's profile, click the gear icon in the left side panel. Expand Credentials and click Individual Credential Records.
- 2. Select the employee for whom you want to review their credentials. Here you can review pending and existing credentials.

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To review a credential submission within the individual Credential Submissions dashboard:



- Click the gear icon in the left side panel. Expand Credentials and click Individual Credential Submissions. The Individual Credential Submissions dashboard will show you both Pending and Completed Credential Submissions.
- 2) Click **"review"** next to the pending submission. In Credential Details, you can open the attached document by clicking on the PDF icon.
- Confirm that the attached document is legible, valid, and the information provided matches the information on the document.

You can send a message to the individual regarding the submission in the **Communications** section. You will use the buttons at the top right to **Deny** or **Approve** a submission.

Note: If you deny a submission, you must enter a reason for denial. If the credential was denied, the employee will receive a notification with the reason for denial. Once the employee resubmits the credential, it will automatically move back to the **Pending Credentials Submissions** section.

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